

APPLICATION

[Application Instructions \(PT and OT\)](#)

[Register an OT Facility Online](#)

[Register a PT Facility Online](#)

[Print a paper PT Facility Application](#)

[Print a paper OT Facility Application](#)

- To register a facility, the owner or the owner's designated representative must submit the completed application, fee, and signed [Therapist in Charge form](#) to the Board. This can be done online or on paper.
- A separate application and fee is required for each facility registered. Please make sure you complete the correct form for the type of facility (PT or OT) you are registering.
- If a facility is registered as a PT and an OT facility, the facility must have a Therapist in Charge for each profession.
- All facilities registered by the same owner (identified by the tax ID number on the application) will be synchronized so that they will have the same expiration date.

Corporate Ownership Information on the Application

When providing corporate ownership information, list the top four (4) officers, including the corporate officer in charge of facility operations, under owner contact information.

Frequently Asked Questions

May I open my facility without a physical or occupational therapist employed?

No treatment may take place until you have received your registration certificate from the Board. Registration requires that you have a therapist in charge on file with the Board.

Can a PT clinic offer OT services?

A clinic may offer both OT and PT services if both are registered. The registrations are separate, as are the professions.

Do I need to register a private school as a facility?

No. Schools are exempt from registration. For the list of other facilities that do not need to register, please see the list of exempt facilities in the OT or PT rules.

What information do I need to apply for a facility registration online?

You should have the information listed below on hand, and be prepared to enter credit card or electronic check information to pay the fee. The following information is required:

- The type of business that owns the facility (sole proprietorship, partnership, corporation, government entity);
- The name and federal Tax Identification Number (TIN) of the owner;
- The facility's (physical) street address and mailing address;
- The names and contact information for the owner or top four managing officers (including SSNs and drivers' license numbers);
- If you are registering a facility due to a change in ownership, you will also need the previous facility registration number.

Is anything beside the online application required to complete the registration?

YES. A complete application includes a signed Therapist in Charge (TIC) form. This form must be received by the Board to complete the registration process. Only after the Board receives this form and all required information will the certificate be issued.

If I don't have a Therapist in Charge (TIC) yet, can I apply for a facility registration?

Yes. You may complete the online application process without knowing who the TIC will be, or who will be working in the facility. However, we will not issue the facility registration certificate until we have the TIC Affidavit on file.

If I don't have a Therapist in Charge (TIC) yet, can I apply for a facility registration?

Yes. You may complete the online application process without knowing who the TIC will be, or who will be working in the facility. However, we will not issue the facility registration certificate until we have the TIC Affidavit on file.

Can I use my printed payment receipt as a temporary registration?

No. The application process is not complete until the Board has received a notarized statement from the Therapist in Charge (TIC) and you have received the registration certificate. You may not provide therapy services until you have that certificate in hand.

What if I can't answer all the questions in the application?

The payment process can be completed with a few fields left blank, but that data must be provided before the Board will issue a registration certificate. If you have concerns about the information required on the application, please contact the Board before you start the online application process. If you can't provide the information, you will not be able to complete the online application.

Can I save a partially completed application and finish it later?

NO. Plan to have all of the required information on hand when you apply online. We are not

able to save incomplete applications.

Who can register a facility online?

The facility owner (or the owner's designated representative) can complete the online registration process. The designated representative (or designee) can be the therapist in charge or any other person authorized by the owner to complete the registration. When you register the facility online, you will be asked for your name, job title, and a daytime phone number.

What are the benefits of applying online?

The clearest benefit to applying online is the choice of payment methods. Online payment can be by check or credit card (Visa, MasterCard, Discover, or American Express). Another benefit is that your information is imported directly into our database, eliminating the possibility of transcription errors.

What information do I need to make a payment online?

For credit card payments, you must have the number, expiration date, billing name, and billing address for the credit card. For electronic check payments, a valid bank routing number and Savings/Checking account number is required.

Can I print the payment receipt after completing the online process?

Yes, but only during the application process. You cannot go back and print the receipt after you have left the receipt page of the application.

Can I apply online any time?

Yes, the system is available 7 days per week, 24 hours a day, except for routine maintenance downtime.

Whom do I contact about technical difficulties in operating the site?

Online Support is available through the TexasOnline helpdesk at 1-877-452-9060, 24/7, or by email at webhelp@texasonlinehelp.com This e-mail address is being protected from spambots. You need JavaScript enabled to view it .

How do I contact the agency with other problems or questions?

Call the Facilities Dept. between 8 am to 5 pm weekdays (except holidays) 512/305-6900.
Email info@ecptote.state.tx.us This e-mail address is being protected from spambots.
You need JavaScript enabled to view it Fax: 512/305-6970.